

NIHR Cancer and Nutrition Collaboration Secretariat meeting – minutes and actions

Thursday 26th March March 2020, 2-4pm

Attendees: Sam Ahmedzai (SA), Fiona Davey (FD), Kate Holmes, Martin Wiseman (MJW) - Chair, Steve Wootton (SAW)

Apologies: David Baghurst, Josune Olza Meneses, Rachel Marklew

| Agenda item | Notes | Person responsible | Required by |
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| 1. Welcome and apologies | The Chair welcomed everyone to the meeting and noted apologies from DB, KH and JOM | | |
| 2. Minutes of last meeting | <p>The minutes of the previous meeting were accepted Action: Upload to website</p> <p>NOCRI statement At the last Secretariat, it was proposed that we draft a statement to send to NOCRI to clarify the nature of our relationship and reporting mechanisms. FD drafted a statement, for which MJW and SAW do not have any suggested edits. Action: SA to review and FD to send to KH on behalf of MJW</p> <p>ICONIC letter SAW to send to RM and AAJ.</p> <p>NOCRI workshop proposals The Collaboration was invited to submit proposals for workshops to be funded out of end-of-year budgets. DB reported that it had not been received from SAW's email account. Action: SAW to send to KA and cc FD. Action: SAW to rework proposals to reflect need for any workshops to be online and not face-to-face</p> <p>Prehabilitation teleconference A date needs to be arranged. FD to coordinate. SA, AAJ, MJW and SAW to provide availability.</p> <p>PPI chair LT reported at the Steering Committee that she would be stepping down from the role of PPI lead, due to time commitments with other studies, and she felt it was time for</p> | <p>FD</p> <p>SA/FD</p> <p>SAW</p> <p>SAW SAW</p> <p>FD</p> | <p>3/04/2020</p> <p>3/04/2020</p> <p>03/04/2020</p> <p>03/04/2020 03/04/2020</p> <p>03/04/2020</p> |

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| | <p>someone new to lead the group. She has informed the PPI panel and asked for self-nominations to fulfil the role of Chair to be sent to FD.</p> <p>The Collaboration needs to ensure that the process for recruitment is fair and transparent but not overly complicated. It will not go to open advert.</p> <p>Action: The panel will be reminded of the opportunity, but if no other nominees come forward, the Management Committee is satisfied that the current nominee is a good candidate.</p> <p>Action: Ensure Southampton BRC will continue to support the role</p> | <p>FD</p> <p>FD/JOM</p> | <p>03/04/2020</p> <p>30/04/2020</p> |
| 4. Business continuity | <p>FD's contract expired at the end of February. SAW has arranged with the Dean and the Head of Finance of the Faculty of Medicine at University of Southampton to provide 3 months of funding for the contract to be extended until the end of May, but FD has not yet received confirmation of this from Payroll and HR.</p> <p>It is a difficult period to continue to raise funds, as all of our potential supporters might be acting as though Purdah is in place, given the uncertainties around the Covid-19 outbreak.</p> <p>SA approached the work stream leads to support the Collaboration and reiterated that FD would not be able to continue to be employed unless funds were found. MONACO-1 has just been resubmitted to HTA with a funding line in to support us. James Thorne proposed that he and other Collaboration members in Leeds could jointly contribute to the Collaboration through their respective university departments, but this is in hold during the Covid-19 situation. KA offered to explore potential funding for FD through WCRF, with the potential to be employed as a contractor. SAW spoke with Sue Keenan about whether the Trust could act as a contractor instead of FD individually, to ensure that she retained current employment rights. This has been approved in principle.</p> <p>Action: SAW needs to provide figures for 3 and 6 months to WCRF</p> <p>Other options include FD's role being part-</p> | <p>SAW</p> | <p>3/04/2020</p> |

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| | <p>time if a role could be found for the remaining time on other projects.</p> <p>SA looked into funding options with the National Lottery, but these appear to be limited to community-based projects.</p> <p>Funding is not immediately available with Macmillan, but SAW is continuing conversations about forming a formal partnership in the area of Prehabilitation. However, this might also be on pause as all of the clinicians are now involved in the response to the Covid-19 outbreak.</p> <p>Website The Collaboration needs to ensure the website is maintained as its public-facing resource. Approval was given to pay the web hosting agency for 12 months for hosting and security costs. The period started from November 2019 and would finish 31st October 2020.</p> <p>The Management Committee agreed that the Collaboration could not continue upon a precarious route with unsustainable funding. It agreed to review the situation at the meeting at the end of April to take a decision about its future.</p> | | |
| 5. Membership | <p>The committee was previously seeking approval from the Southampton Hospital Charity and the UHS Trust Management to go ahead with the membership and fundraising programme, at the request of DHSC. It is now questioned whether we need the Trust's approval, as whilst it was mentioned verbally, it was not requested in the subsequent formal reply from DHSC</p> <p>Action: FD to seek clarification from DHSC</p> <p>If approval is given at all levels, now may not be the right time to launch a membership drive with fundraising intentions. Further discussion on this is deferred to the next meeting.</p> | FD | 10/04/2020 |
| 6. Nutritional guidance resource | <p>The Collaboration, WCRF and WKOF put in considerable amounts of work to produce a proposal on developing the nutritional guidance website for the UK audience and have now been informed that the budget exceeds the amount available from NOCRI.</p> <p>Action: FD to explore other funding routes such as through the Southampton Hospital Charity and the Garfield Weston Foundation.</p> | FD | 10/04/2020 |

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| | If there is a need for co-funding through GWF, we could propose the two charities work together. | | |
| 7. BRC/NIHR engagement | <p><i>For information for KH</i></p> <p>The Collaboration previously sought financial support from the BRCs, but their position was generally that their infrastructure awards were committed to internal activities. Any discussions around possible funding was around discretionary funds.</p> <p>We had positive support from those with a particular interest with nutrition themes. This was then superseded by DART and the directors felt they could only support one activity. The Oncology TRC has now emerged. The Collaboration falls between the Oncology TRC and DART and all are competing for support in the same area. The BRCs are less likely to support the Secretariat function of the Collaboration.</p> <p>KH reported that discussions are ongoing about whether NIHR might move to a 'requirement' to support Collaborations instead of an 'expectation', but this could not be confirmed yet.</p> <p>Action: KH will keep us updated about any potential delay in the next BRC funding round competition.</p> | KH | Ongoing |
| 8. iconic | <p>ICONIC is working with partners in Jamaica, Ghana, Iran and Singapore to respond to the NIHR/MRC primary and secondary cancer prevention call. Trying to prepare a grant application in the area of the implementation science of prehabilitation. The deadline for this is 30th April.</p> <p>The group has been invited to submit a paper for the IUNS congress in Tokyo next year.</p> <p>The committee thanked RM and AAJ for efforts in driving this group forward.</p> | | |
| 9. Work stream | <p>The Collaboration held a teleconference for the EME funding call. Prof Jane Hopkinson is intending on submitting an application. The deadline has been postponed to August.</p> <p>The joint NCRI/Collaboration workshop took place two weeks ago. SA will be circulating a workshop report.</p> | | |

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| | <p>CTYA Wellcome Trust Grant – the deadline for the application was initially in April. The group has taken a 6 month no-cost extension due to the Covid-19 outbreak. The group will meet by teleconference on 31-03-2020.</p> <p>Mike Stevens has had a meeting of the CTYA representatives interested in working with ICONIC and will be producing a report.</p> | | |
| 10. Outcomes from steering committee | <p>The mechanism for charity representation was not agreed upon. A rotation approach might be the fairest, with a tenure on the committee of one year to ensure some continuity.</p> <p>Action: MJW and FD to consider further</p> <p>SA SAW and FD met with the Nutrition Society after SC. They wish to support a joint effort and identified potential opportunities for collaboration with their training academy.</p> | MJW/FD | 10/04/2020 |

Next meeting: Thursday 30th April, 2.30-4.30pm